

# WEST VALLEY CITY

3600 Constitution Boulevard  
West Valley City, Utah 84119  
Phone: 963-3297

## EMPLOYMENT APPLICATION

USE TYPEWRITER OR PRINT CLEARLY IN INK

1. List the position applied for (Job Title) \_\_\_\_\_

2. Name \_\_\_\_\_ 3. Birth Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last Name First Name Middle Initial Month Day

4. Address \_\_\_\_\_  
Street City State Zip Code

5. Phone No. Home \_\_\_\_\_ Bus. \_\_\_\_\_ 6. Social Security No. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

7. Please list Driver's License number and any necessary or relevant Professional Trade License or Registrations that are pertinent to the job for which you are applying.

Kind of License	No. of License	State
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Kind of License	No. of License	State
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8. What is the lowest entrance salary you will accept? \$ \_\_\_\_\_ Per Hour  
**Note:** You may not be interviewed for the position if the starting salary pay is less than you indicated.

9. Are you aware of any reason why you cannot perform the essential functions or meet the attendance requirements of the job for which you are applying, with or without a reasonable accommodation? Yes ☐ No ☐ **(If yes, please explain fully on a separate sheet.)**

10. Have you ever been discharged or forced to resign from a position. Yes ☐ No ☐ **(If yes, please explain fully on a separate sheet.)**

11. Have you ever been convicted of violating any Civil or Criminal Law other than minor Traffic Offenses? Yes ☐ No ☐ **(If yes, explain fully on a separate sheet.)** A police check will be processed on all applicants.

12. List friends/relatives employed by West Valley City. \_\_\_\_\_

## EDUCATION AND SPECIAL SKILLS

13. High School Graduate, GED, or equivalent? Yes ☐ No ☐  
**(If no, circle highest year completed.)** 1 2 3 4 5 6 7 8 9 10 11 12

College, Business or Trade Schools Attended. Name & Location (City) of School.	Major, Minor	Credits Earned	Degree (B.S., B.A., M.A., etc.)
		Qtr. <input type="checkbox"/> Sem. <input type="checkbox"/> Hrs. _____	Yes <input type="checkbox"/> No <input type="checkbox"/> Type _____
		Qtr. <input type="checkbox"/> Sem. <input type="checkbox"/> Hrs. _____	Yes <input type="checkbox"/> No <input type="checkbox"/> Type _____
Computer/Typing Speed _____ wpm (Attach Certified Typing Test if required for position)			
Describe any other training, ability/knowledge, or special recognition awards you consider significant.			

## EXPERIENCE

14. Beginning with present or most recent experience, account for all employment during **THE LAST 10 YEARS**. If you wish to elaborate on your experience, a supplemental sheet or resume may be attached. Include military service, if applicable; also include non-paid (volunteer type) employment.

<b>Company Name</b> _____ Address _____ Job Title _____ Duties _____ _____ Supervisor _____ Reason for Leaving _____	Full-Time '      Part-Time '      Volunteer ' Hourly Rate \$ _____ Hours worked per week: _____  LENGTH OF JOB <b>Years:</b> From _____ To _____ <b>Months:</b> From _____ To _____
<b>Company Name</b> _____ Address _____ Job Title _____ Duties _____ _____ Supervisor _____ Reason for Leaving _____	Full-Time '      Part-Time '      Volunteer ' Hourly Rate \$ _____ Hours worked per week: _____  LENGTH OF JOB <b>Years:</b> From _____ To _____ <b>Months:</b> From _____ To _____
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15. **CERTIFICATE OF APPLICANT. (Carefully read before signing)**  
 I authorize the investigation of all prior employment records; and I authorize investigation of all statements contained in this application and/or statements made in the interviewing process. I understand that misrepresentation or omission of facts in this application is cause for disqualification and/or separation from employment.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

**EQUAL OPPORTUNITY EMPLOYER**

West Valley City does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. If you are planning to attend this interview, testing, etc. and, due to a disability, need assistance in understanding or participating in the process, please notify the Human Resource Office, at 963-3378, eight or more hours in advance of the meeting (interview) and we will try to provide whatever assistance may be required.